



*Large Onsite Sewage System Rule Development Committee
(LOSS-RDC)*

Meeting Summary

Group or Committee:	<i>Large Onsite Sewage System Rule Development Committee</i>		
Meeting #:	<i>Second Meeting</i>		
Date & Time:	March 31, 2004 / 9:30 AM – 3:30 PM		
Meeting Site:	<i>Sea-Tac Occupational Skills Center</i>		
Facilitator:	<i>Eric Svaren</i>		
Member Attendance:	<i>Linda Atkins Richard Benson, PE Anna Crickmer, PE Terry Hull Scott E. Jones, PE</i>	<i>Arnold Larsen, PE Peter Lombardi Steven C. Marble Jim Patterson Jim Sayre</i>	<i>Art Starry John Stormon Bill Stuth, Jr. Robert F. Sweeney Kelly Wynn</i>
Staff Attendance:	<i>Mark Soltman</i>	<i>Mamdouh El-Aarag</i>	<i>Marianne Seifert / SBOH</i>
Guest Attendance:	<i>Jim Gleason</i>		

Topics Discussed

- ▶ **Welcome & Review**
 - ▷ **Review of the Agenda**
 - ▲ Eric Svaren presented the meeting agenda to the group and obtained a general agreement for the day's meeting plan.
 - ▷ **February 17 Meeting Summary**
 - ▲ The Meeting Summary for the 1st meeting was presented to the group by Eric, reviewed, and accepted by general agreement of the committee members.
 - ▷ **List of Topics**
 - ▲ Mark Soltman presented the LOSS RDC List of Topics with the group, delineating the categories used and the proposed order of discussion topics. A brief discussion about the full list of topics followed.
- ▶ **"Parking Lot" Items**
 - ▷ Question was raised regarding the disposition of items placed in the "Parking Lot". Eric articulated that support staff would strive to assure that miscellaneous questions, concerns, ideas, etc. that were placed there would not be lost. The list of "Parking Lot" items will be posted at each meeting, and reviewed and added to as needed.
- ▶ **Introduction of "Decision Agenda" Concept**
 - ▷ Eric introduced the concept of "Decision Agenda" as the means to provided structure to the discussions by the committee on the topics identified. A brief discussion occurred about the objectives of such a format.
- ▶ **Discussion of Engineering Requirements and Design Standards Topics**
 - ▷ The List of Topics includes 14 topics in this category.
 - ▷ Richard Benson shared with the group that several of the topics in this category required additional staff work to fully explore and develop, and as such would be postponed until a later meeting. These topics are: Topic Number 13, 19 & 35, and 20.
 - ▷ Richard presented the remaining topics to the group, "walking" them through each of the topic "Decision Agenda". Active discussion ensued on all topics, with additional options being suggested for some topics and amendments to options for others. Where the group was ready to proceed to a decision, they did so.
- ▶ **Meeting Debriefing**
 - ▷ Eric lead the end-of-day discussion about the meeting, identifying positive items—affirmation of the use of Decision Agendas for structuring group discussion and decision making; better use of time, early consideration of DRAFT language—and items for change: increase ecological awareness with less duplicating of documents, and increased effort to "connect the dots" between issues to assure that the outcome of the committee work is well coordinated.



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Decisions Made	
<ul style="list-style-type: none"> ▶ List of Topics <ul style="list-style-type: none"> ▷ The list of topics was approved by a procedural vote, with all members present (14) indicating agreement by presenting a green card. ▶ Introduction of “Decision Agenda” Concept <ul style="list-style-type: none"> ▷ The committee indicated their agreement to use Decision Agenda to format their discussions by a vote of 13 green and one yellow cards. ▶ Engineering Requirements and Design Standards Topics <ul style="list-style-type: none"> ▷ Discussion lead to decision on Topic Number 14, 15, 25, and 27. ▷ Topic Number 16 & 17 were dropped due to the outcome of Topic Number 15. ▷ Final discussion and decision on Topic Number 26 and 21 was postponed to next meeting to provide time for support staff to further explore and develop options for committee consideration. ▷ Topic Number 29 was not discussed due to lack of time. This item will be moved to the next meeting agenda. 	
Follow-up Actions & Assignments	
<ul style="list-style-type: none"> ▶ Committee support staff will: <ul style="list-style-type: none"> ▷ Further explore and develop options for Topic Number 26 and 21, leading to final discussion and decision at the next meeting. ▷ Develop, to the extent possible given the issues and need for inter-agency coordination, develop Decision Agenda for Topic Number 13, 19 & 35, and 20 (Engineering Requirements & Design Standards). ▷ Develop Decision Agenda for Topic Number 18 and 33 (Construction). ▷ Continue to develop the committee’s base document, the DRAFT 246-272B LOSS Rule, by melding the existing rule and guidance documents according to the suggested Section & Sub-section delineation. 	
Agenda Items for Next Meeting	
<ul style="list-style-type: none"> ▶ Accept the Meeting Summary for the March 31, 2004 meeting. ▶ Discussion & Action on topics in these categories: <i>Engineering Requirements & Design Standards</i> and <i>Construction</i> ▶ Introduce discussion topics for the 4th meeting. 	
Meeting Summary Attachments	
<ul style="list-style-type: none"> ▶ LOSS RDC Discussion Agenda & Record of Decisions ▶ LOSS RDC “Parking Lot” of Ideas 	
Future Meeting	
Meeting #:	<i>Third Meeting</i>
Date & Time:	<i>May 5, 2004 / 9:30 AM – 3:30 PM</i>
Meeting Site:	<i>Sea-Tac Occupational Skills Center</i>